

**CHURCH OF ENGLAND**

**ST JOHN'S CHURCH, FELBRIDGE**  
**ANNUAL REPORT 2023**

**ANNUAL REPORT**

**and**

**FINANCIAL STATEMENTS**

**of the**

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF ST JOHN'S FELBRIDGE**

**Registered Charity number 1132388**

**For the year ended 31 December 2023**

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**St John's Church, Felbridge**

***Vicar***

The Revd Mark Francis, (to 31 December 2023)  
The Vicarage, 8 The Glebe, Felbridge, East Grinstead RH19 2QT

***Independent Examiner:***

Mrs Sundry Sundaran, ACA, FCCA. Brooks & Co. Chartered Accountants,  
Suite 3, Independent House, Independent Business Park, Imberhorne Lane,  
East Grinstead, West Sussex, RH19 1TU

***Bankers:***

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, Kent, ME19 4JQ  
NatWest plc, 15, London Road, EG, RH19 1GP

## **ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL of ST JOHN'S FELBRIDGE, FOR THE YEAR ENDING 31 DECEMBER 2023**

The Parochial Church Council has pleasure in presenting its report and Financial Statements of the Charity for the year ended 31<sup>st</sup> December 2023. The Financial Statements have been prepared in accordance with the policies set out on page 9 and comply with the Church Accounting Regulations 2006 and applicable law.

### **ADMINISTRATIVE INFORMATION**

The Parochial Church Council of the Ecclesiastical Parish of St John's, Felbridge was registered as a charity on 28<sup>th</sup> October 2009, and its governing document is the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules. The Charity registration number is 1132388.

During the year, the following served as members of the Parochial Church Council (PCC) and as Trustees:

Vicar: (Chair to July 2023)	Mark Francis	(until 31 December 2023)
Curate: (co-opted)	Rob Hindmarch	(from 26 <sup>th</sup> June 2022)
Reader: (co-opted)	Nick Smith	
Churchwarden: (Ex-Officio)	Chris Bowes	(until Meeting of Parishioners 2024)
Churchwarden: (Ex-Officio) (Vice Chair)	Phil Tadman	(until Meeting of Parishioners 2024)
Representatives on the Deanery Synod:		
	David Brows	(until APCM 2026)
	Grant Pyner	(until APCM 2026)
	Nick Smith	(until APCM 2026)
	Phil Tadman	(until APCM 2023)
	Brenda Wilkinson	(until APCM 2026)
Elected members:		
	Carol Bagshawe (Treasurer)	(until APCM 2025)
	Tim Cole	(until APCM 2026)
	Jeremy Ellwood	(until APCM 2025)
	Malcolm Francis	(until APCM 2023)
	David Legg (Secretary)	(until APCM 2026)
	Miriam Markham	(until APCM 2023)
	Elizabeth Purdy	(until APCM 2026)
	Quentin Purdy	(until APCM 2026)
	Mary Pyner	(until APCM 2025)
	Rowan Saunders	(until APCM 2025)
	Arno Viviers	(until APCM 2025)
	Brenda Wilkinson	(until APCM 2023)

### **Structure, governance and management**

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods plus up to twelve members of the church who are elected at the Annual Parochial Church Meeting (APCM). Church members are warmly encouraged to stand for election to the PCC, and we try to ensure a balance of skills and experience where possible. The 2023 Meeting of Parishioners and the APCM took place on 23rd May 2023.

### **Objectives and activities**

The primary objective of St John's PCC is the promotion of the Gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England, and our mission statement is 'to gather, grow and go' as followers of Jesus Christ'. The PCC has the responsibility of cooperating with the Vicar, the Revd Mark Francis (until 31 December 2023) in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic, social and ecumenical. The PCC has given consideration to the Charity Commission's general guidance on public benefit under Section 17 of the 2011 Charities Act.

### **Electoral Roll and Church Attendance**

Following the annual revision of the Electoral Roll (ER) in 2023 there were 191 people (2022:193) on the ER on 23rd May 2023, 44 (2022:47) of whom were resident within the parish. Six (2022: 13) new members were added during the year with a loss of eight (2022: seven) members in the same period.

The revision of the ER in April 2023 means that it reflects the regular commitment to St John's as names have been removed due to death and members who had moved since the last new ER was made in 2019.



## **ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL of ST JOHN'S FELBRIDGE, FOR THE YEAR ENDING 31 DECEMBER 2023**

The average weekly attendance on a usual Sunday in 2023 was as follows: 10:00 am service - adults 63 (2022: 76) and 20 (2022: 20) children; 10:00 am livestream (50 views); 6 pm service - adults 35 (2022:39) and 11 (2022:12) youth; Mondays (Communion Service/Connections Praise) at 2:00 pm 34 adults and St John's online 17 adults. The Verve/TBS youth groups saw around 20 attendees each week and XTB in Felbridge Primary School averaged 17 children each week.

The total average attendance on a Sunday across both services in October 2023 was 98 adults and 31 young people under 16 (plus 50 YouTube views for those attending online). By comparison, the average weekly attendance on a usual Sunday in 2022 was 115 adults and 32 young people under 16 (plus 95 people making YouTube views). Those who attend more than one service are only counted once.

The 'worshipping community' at the end of 2023 was 288 (307 in 2022), including 71 (2022:77) under 16, as reported on the 2023 Church of England statistics for mission return.

The Rock, BOSS and Verve children and youth and groups continued to meet in weekly. The TBS Group that met in church on Friday evenings after Verve in 2022 did not meet in 2023.

### **ACHIEVEMENTS OF THE YEAR**

The 2023 APCM was held on 23<sup>rd</sup> May and at the preceding Meeting of Parishioners, Phil Tadman and Chris Bowes were elected as Churchwardens. At the APCM itself, David Brows, Grant Pyner, Nick Smith and Brenda Wilkinson were nominated and accepted as Deanery Synod representatives and automatically became members of the PCC. Malcolm Francis, David Legg, Miriam Markham and Brenda Wilkinson had reached the end of their three-year terms as PCC members. Malcolm and Miriam stood down but David and Brenda were willing to stand for membership again, Brenda as Deanery Synod representative, and both were duly nominated and accepted. In addition, there were three further nominations for PCC membership – Tim Cole, Elizabeth Purdy and Quentin Purdy – and all were accepted.

This gave a total PCC membership for the coming year of seventeen – Mark Francis as Chair until his final PCC meeting in July 2023; two churchwardens; four Deanery Synod representatives, eight lay members and two ex officio members (Rob Hindmarch and Nick Smith). At the PCC meeting on 30<sup>th</sup> May 2023, the PCC elected David Legg as Secretary and Electoral Roll Officer and Carol Bagshawe as Treasurer. The PCC met six times during 2023 for its bi-monthly meetings with an additional meeting held on November 1<sup>st</sup> 2023, this being the 'Preliminary Vacancy Meeting/Pre-Section 11 Meeting', the first stage in the process to recruit a new vicar of St John's. Average attendance for the year's meetings was twelve.

PCC meetings always begin with a Bible reading and a time of prayer in order to seek the Lord's guidance in its discussions and prayer continues at intervals during the meetings. Each meeting includes a review of both the church's finances and safeguarding. Task Team leaders also present a report of the activities of their teams since the preceding meeting.

The rich and varied topics discussed by the PCC during the year included:

- ongoing discussion of, and the PCC response to, the Church of England's Living in Love and Faith and Prayers of Love and Faith process including agreement of a PCC Resolution on the subject
- the St John's Vision
- the St John's team visit to Uganda
- revisiting the Youth Team Environmental Report and proposals
- changes to the PCC staff team including the appointment of a Children's Worker (Roxi Cole)
- reviews of the Glebe Café/Community Fridge project
- Following Mark's decision to step down as vicar due to ill health, there was discussion about the vacancy procedure and the arrangements that needed to be put in place to achieve an appointment of a successor. The PCC formed a Vacancy Working Group to draft a Parish Profile, a prerequisite to advertising the vacancy.

Amongst other topics discussed were remuneration for PCC employees; the Parish Support Fund and our contributions to it; Rob Hindmarch's Pilgrimage to the Holy Land; plans for the Coronation weekend and the distribution of funds raised through the World Mission Gift Day. Many other matters were discussed as part of individual team reports.



# **ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL** **ST JOHN'S FELBRIDGE, FOR THE YEAR ENDING DECEMBER 2023**

## **FINANCIAL REVIEW**

We are grateful to all those who support St John's through their prayers and donations. We thank God for the response and generosity of church members during 2023. Although it was a difficult year for many, donations increased by 4.5%. Many church members have a valid gift aid declaration in place, which increases donations made by 25%. The 2023 finances enabled the mission and ministry of St John's to proceed without a need to change the budget for 2023 that had been agreed by the PCC in November 2022. 2023 again highlighted the importance of regular voluntary income provided by members. Standing orders and bank transfers are well used, and the card reader facility was also well used in 2023. Although the agreed budget for 2023 was not amended, the PCC felt able to fund the appointment of a 10 hours a week Children's worker from September 2023. The full annual accounts are available on pages seven to seventeen of this annual report. Some points of interest are as follows:

### **Result:**

It is encouraging to note that the total funds of the PCC only decreased by £1,049 during 2023 compared to a decrease of £7,114 in 2022. The total funds on 31 December 2023 were £183,274 (2022: £184,323). However, the total funds included £22,381 restricted funds (2022: £12,266), the balance of funds being designated £49,436 (2022: £44,436) and undesignated unrestricted reserves of £111,457 (2022: £127,621) being a decrease of 12.7%.

### **Income:**

Total income was £202,866 which was £5,787 (2.9%) more than the 2022 total of £197,079. In addition to the increase in general giving by church members, there was a significant increase in restricted income, due to a team visit to mission partners in Uganda, and some giving related to the ill health of the vicar. In addition, the PCC received two grants totalling £2,900 in 2023 and the investment income rose to £4,546 (2022: £1,309) due to higher interest rates. The range of methods available to make financial contributions (standing orders, bank transfers, card reader, and the use of Stewardship and the Charities Aid Foundation) was appreciated by members and visitors in 2023. The majority of donations given in 2023 were made tax effectively, by the use of Gift Aid and the Gift Aid Small Donations Schemes, administered by His Majesty's Revenue and Customs. The PCC encourages tax-effective giving and recommends the use of Gift Aid to any who pay (or have deducted) income and/or capital gains tax. Please contact a member of the finance team if you want more information.

### **Expenditure:**

Total expenditure for 2023 was £205,908 (2022 £201,404), being an increase of just over two percent in 2023 compared to 2022. The sum of £69,972 was paid to the Diocesan Parish Support Fund (PSF) in 2023 (2022 £68,600). This contribution to the diocese is for housing, stipend and pension costs of clergy, plus amounts for diocesan central costs, clergy training and a contribution to national church funds. The PSF requires the PCC to offer a pledged contribution to the diocese by early September each year, for payment during the following year. The pledge is made by the PCC as they apply the three main principles of the PSF, being proportionality, informed generosity and an encouragement to be self-financing. The PCC submits the annual pledge to the Archdeacon, who has accepted the pledge of £73,300 for 2024. In addition to the pledge, the diocese receives wedding and funeral fees from the PCC, and income from the Margary Trust, as explained on page 17, note 14 of the financial statements.

### **Funds:**

As stated above, the funds totalled £183,274 at the end of 2023 (2022 £184,323). The funds include a designated Quinquennial fund, for use in attending to church repairs, following Quinquennial Inspection Reports. The next inspection is due in 2024. Details of the funds at 31 December 2023 are shown in note 9 of the accounts. We trust that the funds together with the ongoing financial support of church members, will help the parish achieve its mission and ministry objectives for 2024.

### **The Future:**

In November 2023 the PCC agreed 2024 budget commitments totalling £214,000 (2023 £202,000) to progress the work and mission of the church, noting our current commitments, our vision and desire to reach out to the parish and beyond with the Gospel of the Lord Jesus Christ. The PCC trust that the members of St John's will continue to support the work of the church and the significant challenges that lie ahead, by their prayers and financial gifts.

**Thanks:** As we thank all those who contribute to St John's, we also thank members of the finance team, and particularly Carol Bagshawe for her work as PCC treasurer, and the other members of the finance team. The details in the 2023 annual accounts provide both encouragements and challenges. May we hear what God is saying to us as we review the accounts, trust Him for the future, and seek to keep in step with the Spirit, day by day.



## **ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL, ST JOHN'S FELBRIDGE, FOR THE YEAR ENDING DECEMBER 2023**

### **Reserves Policy:**

The PCC review their reserves at their meetings, as the aim is to hold a minimum of three months of the previous year's regular operating expenditure as unrestricted reserves. This level is to enable the PCC to be a responsible employer and to manage its commitments, including its annual pledge to the Diocesan Parish Support Fund. In addition, a transfer of £5,000 is made each year from the General Fund to the Quinquennial Fund. The Quinquennial fund is used primarily to achieve work required, as specified in Inspecting Architect's reports following Quinquennial inspections. The next Quinquennial Survey is due to be completed in 2024.

### **Investment Policy:**

The PCC invest funds with CCLA via a Church of England Investment Fund and a Deposit Account. The main PCC bank account is with CAF Bank Ltd. The PCC seeks to keep any surplus liquid funds in short-term deposits, which can be readily available, but interest rates remain very low.

The PCC are grateful for the work of the Finance Team, who themselves appreciate the engagement of the PCC in finance matters, and the support of others with particular roles relating to the finances of the church. These include the Sidespersons/Welcomers, task teams, and all who contribute to St John's, and its stewardship of resources entrusted to the PCC.

### **RISK ASSESSMENT**

St John's Church has established a Risk Management Process to identify and manage the risks to which the Church is exposed. The PCC supports a four-stage Risk Management Process which involves (1) identifying the potential risks to which St John's is exposed and logging them in a Risk Register; (2) an assessment of the potential impact and probability of those risks crystallising; (3) an agreement that the high-level risks will have appropriate controls or action plans to mitigate them; and (4) an ongoing Monitoring Process to review the existing/new risks as well as the progress with respect to completing the high-level risk action plans. The key risk groups to which St John's is potentially exposed are: Financial, Health & Safety, Reputation, Operational, Security, Legal (Statutory Requirements) and Safeguarding.

### **STATEMENT OF THE PCC'S RESPONSIBILITIES**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

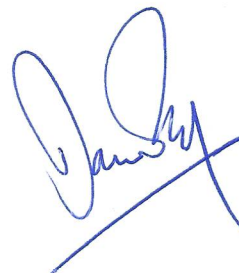
The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the PCC:



Philip Tadman  
(Chairman)

19th March 2024



David Legg  
(Secretary)



**INDEPENDENT EXAMINER'S REPORT**  
**TO THE PAROCHIAL CHURCH COUNCIL OF ST JOHN'S FELBRIDGE**

I report on the accounts of the Parochial Church Council (the PCC) of St John's, Felbridge for the year ended 31 December 2023, which are set out on pages 7 to 17.

**Respective Responsibilities of the PCC and the examiner**

The members of the PCC are responsible for the preparation of the accounts. The members of the PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts of the PCC under section 145 of the 2011 Act,
- follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with general directions given by the Charity Commission and to be found in the Church guidance, 2001 edition, issued by the Finance Division of the Archbishops' Council. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanations from the members of the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

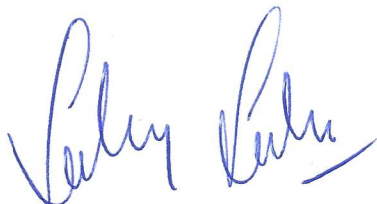
**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities.

have not been met; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Mrs Sundry Sundaran ACA, FCCA**

For and on behalf of Brooks & Co

Dated: April 2024

Suite 3, Independent House  
Independent Business Park  
Imberhorne Lane  
East Grinstead  
West Sussex  
RH19 1TU



**FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL**  
**For the year ended 31<sup>st</sup> December 2023**

**PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE**

**STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31<sup>st</sup> December 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	<b>TOTAL FUNDS 2023 £</b>	<b>TOTAL FUNDS 2022 £</b>
<b>Incoming resources</b>					
Donations and legacies	2a	145,159	44,416	<b>189,575</b>	181,455
Charitable activities	2b	5,845	-	<b>5,845</b>	11,915
Investments	2c	4,546	-	<b>4,546</b>	1,309
Other	2d	1,400	1,500	<b>2,900</b>	2,400
<b>Total incoming resources</b>		<b>156,950</b>	<b>45,916</b>	<b>202,866</b>	197,079
<b>Outgoing resources:</b>					
Raising profile	3a	1,951	-	<b>1,951</b>	1,950
Charitable activities	3b	134,705	69,252	<b>203,957</b>	199,454
<b>Total outgoing resources</b>		<b>136,656</b>	<b>69,252</b>	<b>205,908</b>	201,404
<b>Net incoming/(outgoing) resources</b>		<b>20,294</b>	<b>(23,336)</b>	<b>(3,042)</b>	<b>(4,325)</b>
Transfers between funds		(33,451)	33,451	-	-
Gain/(loss) on investments		1,993	-	<b>1,993</b>	(2,789)
<b>Net movement in funds</b>		<b>(11,164)</b>	<b>10,115</b>	<b>(1,049)</b>	<b>(7,114)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		172,057	12,266	<b>184,323</b>	191,437
<b>Total funds carried forward</b>		<b>160,893</b>	<b>22,381</b>	<b>183,274</b>	184,323

The accompanying notes on pages 9 to 17 form part of the financial statements. (The Statement of Financial Activities for the year ended 31 December 2022 is stated at Note 11.)



**PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE**

**BALANCE SHEET AT 31<sup>ST</sup> DECEMBER 2023**

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible fixed assets	5	775	2,993
Investments	6	23,003	21,010
<b>Total fixed assets</b>		<b>23,778</b>	<b>24,003</b>
<b>Current assets</b>			
Debtors	7	3,930	9,875
Deposit accounts		152,032	143,511
Cash at bank and in hand		8,959	26,549
		<b>164,921</b>	<b>179,935</b>
<b>Liabilities:</b>			
Creditors: amounts falling due within one year	8	5,425	19,615
<b>Net current assets</b>		<b>159,496</b>	<b>160,320</b>
<b>Total current assets less liabilities</b>		<b>183,274</b>	<b>184,323</b>
<b>NET ASSETS</b>		<b>£183,274</b>	<b>£184,323</b>
<b>The Funds of the Charity:</b>			
<b>Restricted funds</b>	9	<b>22,381</b>	<b>12,266</b>
General Fund		111,457	127,621
Designated Fund – Quinquennial		49,436	44,436
Designated Fund – Church Building		-	-
<b>Unrestricted funds</b>	9	<b>160,893</b>	<b>172,057</b>
<b>TOTAL CHARITY FUNDS</b>		<b>£183,274</b>	<b>£184,323</b>

Approved by the Parochial Church Council on 19th March 2024 and signed on its behalf:



Carol Bagshawe



Philip Tadman

The accompanying notes on pages 9 to 17 form part of the financial statements



# **PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2023**

### **1. Accounting Policies**

#### **a Accounting convention**

The Financial Statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards, SORP (FRS 102) and the Charities Act 2011.

The Financial Statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and by the revaluation of fixed assets. The Financial Statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### **b Fund accounting**

Funds held by the PCC are:

*Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

*Designated Funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted Funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

*Endowment funds* - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

#### **c Incoming resources**

All incoming resources are accounted for gross.

##### ***Voluntary Income***

*Collections* are recognised when received.

*Planned giving* receivable is recognised only when received.

*Income tax* recoverable on Gift Aid donations is recognised when the income is recognised.

*Grants & legacies* are recognised when the PCC is legally entitled to the amount due.

##### ***Income from investments***

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they are received.

##### ***All other income***

All other income is recognised when it is receivable.

##### ***Gains & losses on investments***

Realised gains are recognised when investments are sold.

Unrealised gains and losses would be accounted for on a revaluation at 31 December in the year of revaluation.

## **PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE**

### **NOTES TO THE FINANCIAL STATEMENTS (continued)** **For the year ended 31<sup>st</sup> December 2023**

#### **d Outgoing resources**

Resources expended are accounted for on an accruals basis and are accounted for gross.

##### ***Grants***

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

##### ***Church Activities***

The parish contribution to the Diocesan Parish Support Fund is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

#### **e Fixed Assets**

##### ***Tangible fixed assets***

Consecrated and beneficed property of any kind is excluded from the accounts by Section 10 of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected. For inalienable property acquired prior to 1995 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 1995 have been capitalised in the accounts at cost and depreciated over their useful economic life.

All expenditure on consecrated or beneficed buildings and individual items costing under £500 are written off in the year they were incurred.

##### ***Depreciation***

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Computer and AV equipment	33.3% straight line

#### **f Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the CCLA, CBF Church of England Funds, CAF Bank Ltd, or at NatWest Bank PLC. The PCC opened accounts with CAF Bank Ltd in 2016, due to the charges now applied by NatWest Bank PLC on charities with a turnover of more than £100,000.

#### **g Going Concern**

The Charity is grateful for the financial support from members of St John's. There are no material uncertainties about the charity's ability to continue as a going concern. We are grateful that to date we have not suffered a more substantial reduction in income due to the pandemic, or its impact on the economy, but the PCC remain alert to this possibility.



# PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

## NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31<sup>st</sup> December 2023

### 2. Incoming resources

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	TOTAL FUNDS 2022 £
<b>2a Donations and Legacies</b>				
Regular giving	118,389	22,989	<b>141,378</b>	120,556
Collections at services	2,606	300	<b>2,906</b>	4,822
Gift days	-	20,882	<b>20,882</b>	20,449
Sundry donations & appeals	1,163	245	<b>1,408</b>	5,041
Legacies	-	-	-	-
Income tax recoverable	23,001	-	<b>23,001</b>	30,587
	<b>145,159</b>	<b>44,416</b>	<b>189,575</b>	<b>181,455</b>
<b>2b Charitable activities</b>				
Income from use of buildings	2,942	-	<b>2,942</b>	3,338
Fees from weddings, funerals	1,429	-	<b>1,429</b>	4,562
Other activity/events	487	-	<b>487</b>	3,241
Book sales & Glebe café	987	-	<b>987</b>	774
	<b>5,845</b>	<b>-</b>	<b>5,845</b>	<b>11,915</b>
<b>2c Investment income</b>				
Interest	4,546	-	<b>4,546</b>	1,309
	<b>4,546</b>	<b>-</b>	<b>4,546</b>	<b>1,309</b>
<b>2d Other income</b>				
Energy Grant	1,400	-	<b>1,400</b>	1,400
Fresh Expressions Grant	-	1,500	<b>1,500</b>	1,000
	<b>1,400</b>	<b>1,500</b>	<b>2,900</b>	<b>2,400</b>
<b>Total incoming resources</b>	<b>156,950</b>	<b>45,916</b>	<b>202,866</b>	<b>197,079</b>

# PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

## NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31<sup>st</sup> December 2023

### 3. Outgoing resources

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	TOTAL FUNDS 2022 £
<b>3a Raising profile</b>				
Communications and publicity	1,951	-	<b>1,951</b>	1,950
	<b>1,951</b>	<b>-</b>	<b>1,951</b>	<b>1,950</b>
<b>3b Charitable activities</b>				
Mission & charitable giving:				
Mission gift day	-	19,040	<b>19,040</b>	20,250
Other mission	217	5,079	<b>5,296</b>	1,732
Discretionary/Glebe Café	98	9,950	<b>10,048</b>	385
	<b>315</b>	<b>34,069</b>	<b>34,384</b>	<b>22,367</b>
Ministry costs:				
Diocesan parish contribution	69,972	-	<b>69,972</b>	68,600
Employees - payroll, expenses reimbursed, training	17,344	34,752	<b>52,096</b>	65,455
Clergy costs/expenses	21,741	-	<b>21,741</b>	13,255
Church operating costs	6,463	-	<b>6,463</b>	5,925
Church hall operating costs	3,029	-	<b>3,029</b>	2,629
Office running costs/sundry	2,666	21	<b>2,687</b>	3,631
Fees: Wedding/Funeral/CTEG/SGP	2,138	-	<b>2,138</b>	3,884
Mission team/courses/events	106	-	<b>106</b>	150
Meeting Together/Worship team	2,506	-	<b>2,506</b>	2,220
Music & Audio	1,219	-	<b>1,219</b>	1,026
Youth & Children team costs	1,538	-	<b>1,538</b>	3,353
Youth activities	-	410	<b>410</b>	2,270
Discipleship & pastoral	1,951	-	<b>1,951</b>	497
Quinquennial work	-	-	<b>-</b>	-
Catering	2,486	-	<b>2,486</b>	3,106
Ministry of Flowers	157	-	<b>157</b>	36
Independent examination fee	1,074	-	<b>1,074</b>	1,050
	<b>134,390</b>	<b>35,183</b>	<b>169,573</b>	<b>177,087</b>
Total resources expended	<b>136,656</b>	<b>69,252</b>	<b>205,908</b>	<b>201,404</b>

Restricted Church Centre Project Costs above are costs relating to the alterations to the interior of the church building, which took place in 2016. These costs include Architect's fees in connection with the lighting design and submission of proposals to the Diocesan Advisory committee during 2015. A Faculty for the work was received in October 2015, and the work was completed in 2016. However, the costs of the fixed assets purchased during the project, are charged to the accounts over a period of four years so were fully depreciated by 31 December 2021.



# **PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE**

## **NOTES TO THE FINANCIAL STATEMENTS (continued)** **For the year ended 31<sup>st</sup> December 2023**

### **4 Other financial activity**

#### **a Wages and salaries**

The PCC employed one Associate Pastor for the year, a part-time Church Administrator, a part-time Discipleship Leader and since September 2023 a Children's worker. No employee received emoluments of more than £60,000. Pension contributions (8%) are paid by the PCC, which are included in the amounts below:

	<b><u>2023</u></b>	<b><u>2022</u></b>
Associate Minister (full year)	£34,070	£31,892
Associate Minister (part year in 2022)	-	£24,822
Administrator (part year in 2022)	£7,374	£4,079
Discipleship Leader (on leave for much of 2022)	£6,599	£1,883
Children's Worker (part year in 2023)	£2,173	-

#### **b Payments to PCC members**

None of the PCC members (trustees) have been paid remuneration for being trustees. The total amount of expenses reimbursed to 6 (2022: 4) PCC members was £5,848 (2022 £6,493). The expenses related to travel and resources for the church.

#### **c Independent Examination Fees**

The amount paid in respect of the independent examination of the financial statements was £1,074 including VAT (2022 £1,050).

### **5 Tangible fixed assets**

#### **Cost or valuation**

	<b><u>2023</u></b> <b><u>Church Equipment</u></b> <b><u>£</u></b>	<b><u>2022</u></b> <b><u>Church Equipment</u></b> <b><u>£</u></b>
At 1 <sup>st</sup> January 2023	70,478	72,795
Additions	-	-
Disposals	(379)	(2,317)

At 31<sup>st</sup> December 2023

70,099

70,478

#### **Depreciation**

At 1 <sup>st</sup> January 2023	67,485	67,296
Provided in the year	2,218	2,506
Disposals	(379)	(2,317)

At 31<sup>st</sup> December 2023

69,324

67,485

#### **Net Book amounts**

At 31 <sup>st</sup> December 2023	775	2,993
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At 31<sup>st</sup> December 2022

2,993

5,499

# PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

## NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31<sup>st</sup> December 2023

**6 Investments.** The PCC purchased £20,000 worth of units in the CCLA Church of England Investment Fund on 27th October 2020. The total valuation of those units was £23,003 on 31<sup>st</sup> December 2023 (2022: £21,010) The investments provided income of £629 in 2023 (2022 £625).

### 7 Debtors

	2023 £	2022 £
Income tax recoverable	3,930	9,800
Other debtors/prepayments	-	75
	<u>3,930</u>	<u>9,875</u>

### 8 Creditors: amounts falling due within a year:

	2023 £	2022 £
Accruals for Ind. Exam fee and other costs	1,050	1,050
Diocese of Southwark	903	14,084
Other creditors	3,472	4,481
	<u>5,425</u>	<u>19,615</u>

### 9 Statement of Funds (Comparison figures for 2022 are shown at Note 13)

	Balance b/fwd 1 Jan 2023 £	Income £	Expenditure £	Transfers, other gains and losses £	Balance c/fwd 31 Dec 2023 £
<b>Unrestricted Funds</b>					
General fund	127,621	156,950	130,042	(43,072)	111,457
Mission/Youth/Quinquennial	44,436	-	6,614	11,614	49,436
Church centre project fund	-	-	-	-	-
	<u>172,057</u>	<u>156,950</u>	<u>136,656</u>	<u>(31,458)</u>	<u>160,893</u>
<b>Restricted Funds</b>					
Mission fund	2,968	20,912	20,128	-	3,752
Fundo project	-	8,492	1,500	-	6,992
Church centre project fund	6,779	245	-	-	7,024
Restricted (various small projects)	1,882	15,008	12,914	-	3,976
Staff fund	-	1,259	34,300	33,041	-
Stephen Bowen Memorial	637	-	-	-	637
Youth activities & events	-	-	410	410	-
	<u>12,266</u>	<u>45,916</u>	<u>69,252</u>	<u>33,451</u>	<u>22,381</u>
<b>Total Funds</b>	<u>184,323</u>	<u>202,866</u>	<u>205,908</u>	<u>1,993</u>	<u>183,274</u>

### 9a Analysis of Net assets by fund. (Comparison figures for 2022 are shown at Note 12.)

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	TOTAL FUNDS 2022 £
Fixed assets	1,397	22,381	23,778	24,003
Current assets	164,921	-	164,921	179,935
Current liabilities	(5,425)	-	(5,425)	(19,615)
	<u>160,893</u>	<u>22,381</u>	<u>183,274</u>	<u>184,323</u>



## **PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE**

### **NOTES TO THE FINANCIAL STATEMENTS (continued)** **For the year ended 31<sup>st</sup> December 2023**

#### **Church Centre Project Funds**

In 2004 the PCC decided to plan to provide renewed church buildings/centre at some time in the future. To prepare for this the PCC opened a restricted fund and also designated some of its unrestricted reserves for this purpose. The restricted fund is used to receive specific donations for and to pay relevant costs relating to the church buildings. These funds were used in 2012 and in 2016 for the internal alterations to the church buildings and since for the depreciation of the assets acquired during the project.

#### **Fabric/Quinquennial Fund**

The PCC set aside funds to prepare for potential large costs incurred every five years as a result of Quinquennial Inspections. £5,000 is transferred from the general fund on an annual basis to cover any such expenditure. The fund has been used for relevant work since the 2019 inspection, particularly in relation to removing asbestos from the churchyard shed, and the fund will be used for re-pointing and other work still required. The next Quinquennial Survey is due in 2024, after which further work may be required. The fund balance on 31<sup>st</sup> December 2023 was £49,436 (2022: £44,436).

#### **Mission Fund**

The PCC offer the congregation an opportunity to make donations to a restricted fund for mission outside Felbridge Parish. Donations to this fund are encouraged on a special annual world mission gift day. The fund is used to support mission partners, projects and charities approved by the PCC.

The mission fund movements show monies received as a result of World Mission Gift Days, and payments from the fund. The mission links supported by the PCC are Church Army, Church Mission Society, Anglican Church in Argentina, Church Pastoral Aid Society, St Catherine's Hospice, Tearfund, WelCare, and Wycliffe Bible Translators. The PCC encourages prayer and financial support for these links. It also agrees an allocation of monies from this fund at least once a year.

#### **Staff Fund**

The PCC agreed to employ members of staff and created a restricted staff fund in 2008 to encourage financial support for staff costs. The PCC employed a part-time church administrator from April 2014 and a youth minister from July 2017 until June 2020. From July 2020 two associate pastors were employed rather than one youth minister. Since March 2021 a part-time discipleship leader. The PCC has also employed a part-time Children's worker since September 2023. One associate pastor moved to a position in a mission agency in October 2022, by which time the parish had received a Curate. The staff fund enables any person who wishes to make donations specifically for use in meeting staff employment costs.

#### **10 CHURCH & HALL REFURBISHMENTS**

In order to enhance our contact and service to the residents of the parish and beyond, a major upgrade was made to the church hall during 2012 which included new roofing, a high level of insulation, new heating system, entrance, and toilets plus an enlarged fully equipped kitchen at a total cost of £152,880. In 2015 a Faculty was granted to carry out works to improve access, and to update the heating, lighting, seating, audio visual facilities in the church. This work took place in 2016 at a total cost of £162,983, including the purchase of fixed assets totalling £47,673. The fixed assets were depreciated over a period of four years, and so were fully depreciated by 31<sup>st</sup> December 2021. Some enhancements to technical equipment have been made in recent years as required, for live streaming and other church ministry purposes.

# PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

## NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31<sup>st</sup> December 2023

### 11 STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31<sup>st</sup> December 2022

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	TOTAL FUNDS 2021 £
<b>Incoming resources</b>					
Donations and legacies	2a	140,453	41,002	<b>181,455</b>	164,749
Charitable activities	2b	8,674	3,241	<b>11,915</b>	3,483
Investments	2c	1,309	-	<b>1,309</b>	642
Other	2d	2,400	-	<b>2,400</b>	-
<b>Total incoming resources</b>		<b>152,836</b>	<b>44,243</b>	<b>197,079</b>	168,874
<b>Outgoing resources:</b>					
Raising profile	3a	1,950	-	<b>1,950</b>	2,099
Charitable activities	3b	123,900	75,554	<b>199,454</b>	193,765
<b>Total outgoing resources</b>		<b>125,850</b>	<b>75,554</b>	<b>201,404</b>	195,864
<b>Net incoming/(outgoing) resources</b>		<b>26,986</b>	<b>(31,311)</b>	<b>(4,325)</b>	(26,990)
Transfers between funds		(36,209)	36,209	-	-
Gain/(loss) on investments		(2,789)	-	<b>(2,789)</b>	2,992
<b>Net movement in funds</b>		<b>(12,012)</b>	<b>4,898</b>	<b>(7,114)</b>	(23,998)
<b>Reconciliation of funds:</b>					
Total funds brought forward		184,069	7,368	<b>191,437</b>	215,435
<b>Total funds carried forward</b>		<b>172,057</b>	<b>12,266</b>	<b>184,323</b>	191,437

### 12 Analysis of Net assets by fund at 31 December 2022

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	TOTAL FUNDS 2021 £
Fixed assets	11,737	12,266	<b>24,003</b>	29,298
Current assets	179,935	-	<b>179,935</b>	170,158
Current liabilities	(19,615)	-	<b>(19,615)</b>	(8,019)
	<b>172,057</b>	<b>12,266</b>	<b>184,323</b>	191,437



# PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

## NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31<sup>st</sup> December 2023

### 13 Statement of Funds at 31 December 2022

	Balance b/fwd 1 Jan 2022	Income	Expenditure	Transfers, other gains and losses	Balance c/fwd 31 Dec 2022
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	144,633	152,836	125,850	(43,998)	127,621
Mission/Youth/Quinquennial	39,436	-	-	5,000	44,436
Church centre project fund	-	-	-	-	-
	184,069	152,836	125,850	(38,998)	172,057
<b>Restricted Funds</b>					
Mission fund	3,282	20,470	20,784	-	2,968
Church centre project fund	3,449	3,330	-	-	6,779
Restricted (various small projects)	-	4,035	2,149	(3)	1,883
Staff fund	-	14,138	49,759	35,621	-
Stephen Bowen Memorial	637	-	-	-	637
Youth activities & events	-	2,270	2,862	591	-
	7,368	44,243	75,554	36,209	12,266
<b>Total Funds</b>	191,437	197,079	201,404	(2,789)	184,323

### 14 FELBRIDGE ST JOHN'S STIPEND ACCOUNT - MARGARY TRUST - VICAR'S ENDOWMENT

The late Ivan Donald Margary, the former Patron of Felbridge Parish and a local historian and archaeologist who lived at Yew Lodge and worshipped at St. John's, Felbridge created a Trust on 2nd January 1961 between himself and the Rochester and Southwark Diocesan Church Trust (RSDCT). The Trust was created with some investments (some £6,000 to £7,000 in stocks and shares) and it was the duty of the RSDCT to manage the fund and use the income to augment the stipend of the Incumbent of Felbridge Parish.

In the late 1980's and early 1990's discussions took place involving the Diocese, Lawyers, the Parish and the Incumbent when some agreements were reached. Since 1994 the income from the Margary Trust fund has been paid to the Diocesan Stipends Fund rather than directly to the Incumbent. The income from the Margary Trust remains restricted for the support of the Incumbent of Felbridge, but little as augmentation, but mostly as part of the funding of the Incumbent's stipend. The income from the Margary Trust is therefore paid to the Incumbent of Felbridge via the Diocesan Stipends Fund, and not directly, and is shown on an Incumbent's payslips, not as augmentation, but as part of the Incumbent's stipend. It was agreed that the Incumbent of Felbridge should receive an additional £500 per annum as an attempt to reflect the wishes of the late Mr Margary. During a vacancy the income is added to the capital of the fund, after deduction of specific costs as specified in the Declaration of Trust.

For legal reasons the Margary Trust remains in the name of Felbridge, St John's as managing trustees, but the Fund (number 0359) is held by the Diocesan Board of Finance (DBF) as Custodian Trustee, as the RSDCT was dissolved on 14<sup>th</sup> August 2001. We calculate that the Margary Trust investments generated income totalling £13,889 during 2023 (2022 £13,966) and the bid price value of the investments as at 31<sup>st</sup> December 2023 was £510,921 (2022 £468,381). These figures reflect the fact that the income between 1<sup>st</sup> January 2013 and 10<sup>th</sup> April 2016 had to be added to the capital in view of the incumbency vacancy during that period. The diocese benefits from the income from the Trust, so the PCC include this income stream in their discussions and calculations, as they prayerfully agree an annual pledge to the Diocesan Parish Support Fund.